

11 March 1952

MEMORANDUM FOR: Assistant Deputy Director/Administration (S)  
 Assistant Deputy Director/Administration (R&S)  
 Assistant Director (Personnel)  
 Comptroller  
 Chief, Medical Staff  
 Chief, Administrative Service  
 Chief of Procurement & Supply

SUBJECT: Briefing for [REDACTED] STATINTL

STATINTL

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1. [REDACTED] who is to become the Senior Representative in [REDACTED] will be welcomed by DD/A Offices on 11 March 1952. He is having dinner with Mr. Wolf, and when the formal briefing starts, he will understand the general structure of DD/A Offices and the broad principles under which we accomplish our mission.

2. It is desired that the Office heads indicated below, or their designees, brief [REDACTED] in Room 119, South Building, at the times indicated. A maximum of time allotted should be devoted to a discussion of the general principles pertaining to the particular Office concerned, and a maximum of time devoted to the specific problems, situations, etc., applicable to the area with which [REDACTED] is about to be concerned. STATINTL

3. Schedule:

1400 - 1430	Assistant Director (Personnel)
1430 - 1515	DD/A (R&S)
1515 - 1600	Comptroller
1600 - 1620	Chief, Medical Staff
1620 - 1635	Chief, Administrative Service
1635 - 1700	Chief of Procurement & Supply
1700 - 1730	DD/A (S)

19

L. E. WHITE  
 Assistant Deputy Director  
 (Administration)

LMS:spa

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22